

ADMINISTRATIVE - INTERNAL USE ONLY

15 June 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Weekly Report - Office of Training

I. Recent Activities

A. Language Training Requirements

We have received most of the language training requirements for FY 1974. To date we have requirements for about 180 full-time students, 200 part-time students, and 45 requirements for external training. There are a number of requirements for full-time Arabic, most of which will be accommodated at the Foreign Service Institute in accordance with an agreement we have with NE Division and FSI. Part-time students will study at the Language School and as a consequence, we will have to hire one or more Arabic instructors. There is a surprising increase in full-time Chinese requirements, mainly from OSR. And, we have the usual heavy requirements for French and Spanish.

This seems to be one of the more thoughtful sets of language requirements in the past few years. It remains to be seen how well the input of students matches the requirements. The department chiefs of the Language School will visit each of the customer-components to validate the requirements and develop time frames for courses.

B. Self-study Management Program

The hardware for the program has been requisitioned and we are now requisitioning the software to go with it. The cassettes ordered so far include: "Management By Objectives and Results Overviewed", by George Morrissey, MOR Associates (one tape totaling 45 minutes); "Listening on the Job", by Anastasi and Diamond (approximately six half-hour sessions with student workbooks and course leader's guides); and "Fimble/Drucker", (three hours of discussion on MBO measurements of results). Where possible, we are obtaining packaged programs especially developed for self-study, and when we can, obtaining them on a no-cost basis for review before final purchase.

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C. Installation of Secure Voice Link [REDACTED]

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Two engineers from the Office of Communications visited the [REDACTED], 7-8 June, to begin work on the secure voice system. The equipment is now in place and the local wiring completed. What remains is the installation of a telephone line [REDACTED] to the Administration building and the subsequent hook-up of the equipment. We hope to have complete installation by the end of June.

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E. OTR Schedule of Courses

About 650 copies of the schedule, covering the period July-December 1973, were distributed to Agency components this week.

F. Advanced Intelligence Seminar

The class spent Monday and Tuesday of this week at Headquarters where they heard stimulating presentations on various intelligence problems by Robert Morrison of DOD, [REDACTED] of NSA, and Davis Mark of INR. The Intelligence Community Staff was represented by Dr. [REDACTED] and General Graham.

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II. Upcoming Developments

A. China Operations Course

At the request of [REDACTED] EA Division, the Operations School will conduct a special running of the course at Headquarters, 20-24 August, to accommodate selected officers from FR Division and some of the operations officers from the field who will be at Headquarters the prior two weeks attending the Soviet Bloc Operations Course.

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B. CIA Today and Tomorrow

The course, which will be held 26-28 June in Room 1-A-07 of the Headquarters building, is heavily oversubscribed. We have received 127 applications but have space for only 55. The candidates for the Senior Service Schools will have priority. The next running will be held in the fall.

C. Commendations from National War College

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The Commandant of the National War College will be sending a letter to the Director, with commendations for Messrs. [ ] O/DDM&S, and [ ] DDO/NE. Their research papers have been given special recognition. [ ] topic was "Environmental Growth and the National Interest"; [ ] was "Factors Affecting the Stability and Unity of Post 1971 Pakistan."

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Alfonso Rodriguez  
Director of Training